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FEDERAL WOMAN'S AWARD

Lt. Gen. Vernon A. Walters
Acting Director
Central Intelligence Agency
Washington, D. C. 20505

Care of
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D. C. 20415

August 1, 1973

Dear General Walters:

As Chairman of the Board of Trustees for the Federal Woman's Award, I am pleased to extend to you an invitation to submit nominations from your agency for the fourteenth annual Federal Woman's Award, to be presented on March 5, 1974 at the Shoreham Hotel.

The vigorous interest in the Federal Woman's Award program shown each year by the President and by heads of agencies has played an important role in its success. The program offers a valuable opportunity to pay high tribute and to focus nationwide attention on the accomplishments of your exemplary career women. I am sure you will want to start immediately on the staff work that will lead to nomination of outstanding candidates from your field offices, as well as your Washington headquarters.

We would like to remind the agencies that there is no criteria with regard to the age of women nominees. While young women may not have had lengthy careers, some of their contributions are very significant. The Board is also conscious of the fact that the vast majority of nominations are women in the upper grade levels and we would like to call your attention to the criteria for nominations -- that women who have attained a rank equivalent to grade GS-9 or above are eligible. We would also like to remind the agencies that there is no limitation on how often women may be nominated by their respective agencies, provided they have not been a recipient of the award previously.

The closing date for receipt of nominations is November 7. A sample nomination form and criteria for nominations are enclosed. Your agency may obtain additional forms by addressing a request to the Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D. C. 20415, or by calling Code 101, extension 25568 (632-5568).

Your agency's participation in this important program will be most welcome. The Board joins me in anticipating the nominations of the highly able and dedicated career women of your agency whom you believe are qualified for this honor.

Cordially,

Patricia Reilly Hitt
(Mrs.) Patricia Reilly Hitt

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Enclosures

FEDERAL WOMAN'S AWARD

Criteria for Nominations

ELIGIBILITY FOR AWARD

Any woman employee of the Federal Government with not less than three years continuous, full-time service in the competitive or excepted service, other than in a Schedule C position, and who has attained a rank equivalent to grade GS-9 of the Classification Act of 1949, or above, shall be eligible to receive an award based upon career service which has been characterized by outstanding ability and achievement in an executive, professional, scientific, or technical position.

Eligibility may be based upon achievements having an important effect on a major government program, or it may be based upon the specific outstanding accomplishments which have made, or are making, an important contribution to administrative, social, scientific, or technical progress in the work of a Federal agency. Eligibility for an award shall further depend upon the demonstration of either leadership, or sustained individual performance, showing a high degree of personal integrity, honesty, and judgment.

NOMINATIONS

Each department and agency may submit no more than six nominations. The purpose of providing for more than one nomination is to permit a distribution of nominations among age groups as well as occupational categories. Nominations must be submitted by the head of the department or agency concerned.

Nominations must be submitted on the forms provided, an original and five copies, each one enclosed in a folder -- do not use plastic protective pages. All information requested on the form must be furnished. Extra sheets may be attached to the forms if necessary.

Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood.

Submit nominations to Chairman, Board of Trustees, Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D. C. 20415, no later than November 7, 1973. In the event your agency has no candidates to submit for this year, please notify the Board accordingly.

July 1973

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Portfolio

WASHINGTON STAR-NEWS

Washington, D. C., Wednesday, February 20, 1974

6 Women Get Awards

The six winners of the annual Federal Woman's Award were announced today by Jayne B. Spain, vice chairman of the Civil Service Commission and chairman of the award's board.

Chosen from 150 federal career women nominated by their agencies, the winners include Henriette D. Avram, chief of the MARC Development Office at the Library of Congress; Edna A. Boorady, regional legal adviser in Southeast Asia for the Agency for International Development; Dr. Roselyn Payne Epps, chief of the division of maternal and child health, community health and hospitals administration in Washington, D.C.

Also, Dr. Brigid Gray Leventhal, head of the chemimmunotherapy section, pediatric oncology branch at the National Cancer Institute; Gladys P. Rogers, special assistant for women's affairs to the deputy undersecretary for management of the State Department, and Dr. Madge Skelly, chief of the audiology and speech pathology service of the Veterans Administration Hospital in St. Louis, Mo.

The awards will be made March 5 at a banquet at the Shoreham Hotel. The Federal Woman's Award was founded in 1960 and is administered by a 12-member board with no official government connection. Expenses are defrayed by Woodward and Lothrop, Inc., as

UNITED STATES CIVIL SERVICE COMMISSION
Office of Incentive Systems
Washington, DC 20415

April 2, 1974

SPECIAL SUPPLEMENT TO NOTES

*This supplement is distributed to headquarters offices only.
Please circulate it among your bureau level people.*

ITEM #1: FEDERAL WOMAN'S AWARD CEREMONIAL BROCHURE --

The Honorable Jayne B. Spain, Vice Chairman, Civil Service Commission, and Chairman of the Board of Trustees of the Federal Woman's Award, presented the 1973 Federal Woman's Awards to six outstanding women in Government on March 5, 1974. The recipients were: Mrs. Henriette D. Avram, Library of Congress; Miss Edna A. Boorady, Agency for International Development; Dr. Roselyn P. Epps, District of Columbia Government; Dr. Brigid G. Leventhal, National Cancer Institute; Dr. Gladys P. Rogers, Department of State; and Dr. Madge Skelly, Veterans Administration. The six winners were honored at an awards banquet at the Shoreham Hotel in Washington, DC.

ITEM #2: DEPARTMENT OF LABOR HONOR AWARDS CEREMONIAL BROCHURE --

On March 7, 1974, the Department of Labor marked its 61st anniversary with the presentation of honor awards by Secretary Peter J. Brennan at a ceremony in the Departmental Auditorium. The Department's Philip Arnow Award, its highest award, was granted in recognition of consistently outstanding performance and service to the Department over a long period of time (15 years). Other awards included Distinguished Career Service Awards, Distinguished Achievement Awards, Meritorious Achievement Awards, Equal Employment Opportunity Awards, the Secretary of Labor's Career Service Award, the Secretary of Labor's Recognition Award, and others.

Enclosures